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DD/ST# 4400-11

101100

MEMORANDUM FOR: DD/S&T Records Management Officer

SUBJECT: Quarterly Report on Records Purge

REFERENCE: DD/S&T-4299-68, 5 November 1968,
Same Subject

1. Per your request in reference memorandum, following is the OSI records purge report. In general, we believe that excellent progress has been made during the past few months in reducing the Office holdings in the Records Center. Since early September 1968, the OSI holdings have been reduced by about 17 percent or 210 cu. ft.; about half of this amount, 103 cu. ft., consisted of contract-related records transferred to Archives. It should be noted that with the necessary movement of a sizeable amount of certain records from analyst files here at headquarters to the Records Center shortly after the first of the year, we do not expect our holdings to continue to decrease. We will continue, however, to follow closely and modify as necessary our Records Control Schedules in a continuing effort to keep our Records Center holdings at a minimum.

25X1A 2. During November 1968, the OSI Records Management Officers, [REDACTED], spent considerable time (a total of 35 hours) at the Records Center in searching for and preparing contract-related records for transfer to Archives. Pertinent correspondence and reports were consolidated, arranged by contractors, and transferred from the Office holdings. While much of the effort to move all Office contract records to Archives has been completed, the OSI Records Management Officers have yet to complete a search of Restricted Data material


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for pertinent correspondence and reports. In the future, all Office contract correspondence and reports for permanent retention will be forwarded directly to Archives as soon as released by the responsible OSI officers. Our RMOs can then eliminate the detailed listings and job numbers on such materials which they previously have maintained here at headquarters.

3. Following is a more detailed breakdown of the change in OSI holdings at Records Center since September 1968.

--	<u>OSI Holdings - 28 Aug 68</u>	1,216 cu. ft.
	<u>Reductions in Holdings (Net) - Sep 68</u>	40
	<u>Holdings - 1 Oct 68</u>	1,176 cu. ft.
--	<u>Change in Holdings, Oct - Dec 68</u>	
	<u>Destroyed</u>	88 cu. ft.
	29 cu. ft. at Records Center	
	59 cu. ft. at Headquarters	
--	<u>Transferred from OSI Holdings</u>	104 cu. ft.
	103 cu. ft. transferred to Archives	
	1 cu. ft. transferred to OEL	
--	<u>Transferred from Headquarters to Records Center</u>	21 cu. ft.
--	Net Reduction	171 cu. ft.
--	Holdings - 13 Dec 68	1,005 cu. ft.



Assistant Executive Officer
Scientific Intelligence

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OSI/Exec.Staff, 

(18 Dec 68)

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